

AIR TELEWORK CHECKLIST

For Chrome users only, download to computer and use from that location.

Name of Employee:

Unit:

Required Documentation to email as one PDF file to HRO: Completed/
Uploaded in packet

1. Statement of Understanding

- Employee signature
- Supervisor signature
- Concur circled w/respective required signature
- CF/State IT Services (Not required – see #4 below)
- MDG signature (Not Required)

2. DD Form 2946 DoD Telework Agreement

- Supervisor signature
- Employee signature

3. Training Certificates

- Employee Training (6 Certs – 1-5 for each lesson & course completion)
- Manager Training (1 Cert – will also count toward employee training)

4. Government Equipment Release Form (AF 1297 Temporary Issue Receipt)

5. Current Annual Performance Plan

- T32/T5 employees – DD Form 2906, Civilian Performance Plan (from MyBiz)
- AGR employees – Respective ACA Form w/performance expectations

6. Performance Expectations While Teleworking

7. Fitness - Alternate Location Memo (If employee will be participating in PT)